HR Review/Process of PARs

Remember! Use the **worklist** to review or process PAR actions.	

STEP	ACTION
1	**🔵 Worklist** Click the **Worklist** shortcut at the top of the page. **Result:** Your worklist with items ready for you to process appears. From Date From Work Item **Link** Betty Chen 08/08/2002 HR Worklist REED,BETTY, 0048, 0, 2002-08-07, 11, REV, PRO, PBT, , , , , For each work item, there is the name of the person who sent it (From) and the date it was sent (Date From), the workflow role (Work Item) and a **Link** to the action.
2	Click the **Link** to go to the action you want to review or process.
3	**Result:** The PAR action appears. Review the action.
4	Tracking Data To review comments, click this link. **Result:** The Job Tracking Info sub-page appears. Enter any comments up to 30 characters. OK Click **OK** to return to the Data Control page.
5	The HR Reviewer and HR Processor role can modify any field on the PAR action.

6	If you haven't finished processing the PAR action,
	   ▪ note the EmplID, effective date, and action/reason codes
	   ▪ click 🖫 Save
	
	Result: the PAR action is taken out of workflow.
	
	To access the PAR action for further processing use the appropriate menu path depending on your workflow role.
	   ▪ Home > Administer Workforce > Administer Workforce (USF) > Use > HR Reviewer
	   ▪ Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processor

7	If your role is HR Reviewer and you've finished processing the PAR action,
	   ▪ change the PAR Status to 'REV' or 'RET', and
	   ▪ click 🖫 Save

8	If your role is HR Processor and you've finished processing the PAR action,
	   ▪ change the PAR Status to 'PRO', 'RET', or 'DIS' and
	   ▪ click 🖫 Save

PAR Status

The Personnel Action Request Status field is located on the Data Control page of a PAR action. The value of the PAR Status field indicates the routing status of the PAR action.

Valid values for the PAR Status field are

Value	Action	What Happens?
Requestor (REQ)	Approves	Goes to the next worklist based on the value of PAR Status.
1st Authorizer (1st)	Approves	Goes to the next worklist based on the value of PAR Status.
2nd Authorizer (2nd)	Approves	Goes to the Approver worklist.
Approver (SIG)	Approves	Goes to the HR Reviewer "pooled" worklist.
Reviewer (REV)	Approves	Goes to the HR Processor "pooled" worklist.
Processor (PRO)	Approves	Action is final and becomes part of the employee's record.
Return (RET)	Return	Action returns to requestor who can modify and reroute the action.
Disapprove (DIS)	Disapprove	Action returns to the requestor. The action can't be processed any further.

The available values in the Personnel Action Request (PAR) Status field are based on the workflow rol

Role	Available PAR Status
Requestor	Requestor, 1st Authorizer, 2nd Authorizer
1st Authorizer	1st Authorizer, Return
2nd Authorizer	2nd Authorizer, Return
Approver	SIG, Return, Disapprove
HR Reviewer	Review, Return
HR Processor	Process, Return, Disapprove